

<p>CITY OF BEAVERTON Assistant Finance Director</p>

General Summary

Manage the general operations of finance, budget and accounting functions. Supervise accounting staff. Act as Finance Director in his/her absence.

Key Distinguishing Duties

Overall responsibility for managing the staff and programs of the Accounting division.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Manage Finance operations. Develop, review, approve and implement division work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the Finance Department Senior Management Team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Manage staff to ensure City goals and objectives are met. Schedule, assign and review work. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.
3. Assist in preparing the citywide budget. Ensure all funds are balanced and operating. Suggest changes to operating budgets to Finance Director and Mayor. Attend internal review and budget meetings.
4. Direct all staff activities in preparing year-end closings. Prepare financial reports. Act as liaison with the external auditors. Attend audit committee meetings.
5. Direct, plan, coordinate and update financial plans including bond issues and bond refunding in conjunction with financial advisor and bond counsel. Ensure annual compliance with bond covenants and disclosure reporting requirements.
6. Direct, plan and coordinate the testing, installation and deployment of all new financial system software.
7. Initiate, plan, organize, evaluate and review internal accounting controls and procedures and ensure that all transactions are appropriately reflected in the accounting system and are consistent with generally accepted accounting principles

8. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
9. Produce an acceptable quantity and quality of work that is completed within established timelines.
10. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
11. Follow standards as outlined in the Employee Handbook.
12. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
13. Represent the Finance Department and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. . Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
14. Participate in the City Emergency Management program including classes, training sessions and emergency events.
15. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
16. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
17. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Expert knowledge of Generally Accepted Accounting Principles (GAAP).
- ◆ Expert knowledge of Governmental Accounting Principles.
- ◆ Expert knowledge of automated accounting systems and procedures.
- ◆ Expert knowledge of Governmental Accounting Standard Boards (GASB)
- ◆ Advanced knowledge of practices and principles of municipal finance and business administration.

- ◆ Expert knowledge of the laws and regulations governing municipal budgeting in Oregon.
- ◆ Advanced knowledge of research techniques, methods and procedures.
- ◆ Advanced knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Advanced knowledge of strategic planning methods with an emphasis on services related to budgeting and municipal finance.
- ◆ Advanced knowledge of public purchasing and contracting laws and regulations.
- ◆ Advanced knowledge of human resources management practices.

Skills/Abilities Required

- ◆ Expert ability to perform mathematical computations and analysis.
- ◆ Advanced skill in conceptual analysis and policy/program development and implementation.
- ◆ Advanced ability to successfully manage the operations and budget of a department.
- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Advanced ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Advanced ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Advanced ability to build consensus.
- ◆ Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to apply and to coach employees on excellent internal and external customer service skills.
- ◆ Expert ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use word processing and spreadsheet programs and software applications as required for position.

Minimum Qualifications Required for Entry

Bachelor's degree in accounting, finance, business/public administration or related field and 7 years experience in accounting, including 5 years in a municipal setting and 3 years in a supervisory or managerial role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Certified Public Accountant (CPA) desirable.

Working Conditions

Regular focus on a computer screen; regular use of a keyboard or similar device; weekly dealing with distraught or difficult individuals; regular attendance at meetings or activities outside of normal working hours; regular operation of a motor vehicle on public roads.

Classification History

As of 10/97: Assistant Finance Director

Revised: 1/98

New class specification title 1/98: Assistant Finance Director

Revised 1/1/09

Status: M2

FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date